

From: Bell, Jennifer C. DPI
Sent: Thursday, April 5, 2018 2:39 PM
To: High school test coordinators, high school principals, and DACs
Subject: WI Statewide ACT Assessments Update - April 19

Dear educators,

The Aspire test window is open through May 11. As of yesterday, 34% of students have completed statewide Aspire testing. Please see below for Aspire testing updates and information.

Aspire Test Administration General Information

The following guidelines are found in the [Aspire Test Coordinator Manual](#). Below are some important reminders from the manual:

- Personal Needs Profiles (PNP) information must be entered before students are placed in test sessions.
- Grade 9 and 10 students may test in the same room, but all students testing in the same room are required to take the same subject test.
- Students testing with extended time must be tested in a separate room from standard time testers.
- Subject tests can be administered in any order and in multiple sessions.
- Schedule enough time for each subject test to be completed in a single sitting.
- Assign room supervisors the role of "Educator" in the Aspire portal.
- If there are more than 25 students in a room, it is recommended to have another staff member in addition to the room supervisor.

Aspire Irregularities

Please review the Irregularity Decision Tree on p. 2 of the [WI Aspire Administration Supplement](#). This helpful guide provides various irregular scenarios and how to handle them in the Aspire portal.

When to log-out of a test /exit TestNav

If there is a technology problem, a student becomes ill, a bathroom break is needed, there is a power outage or other issue, instruct the student to log out of TestNav. When the student returns, they can log back into TestNav and resume testing where they left off. Please train room supervisors and proctors that Log Out / Exit TestNav (not request reinstatement) should be the first course of action when encountering a technology problem or needing to take a pause.

Aspire Not Tested Codes

The window to enter not tested codes in the Aspire portal is May 14-21.

Please follow the instructions found here:

http://avocet.pearson.com/WisconsinACTAspire/Home#pdf=8965_19177

How to View Student Progress in the Aspire Portal

- Use the Registered/Returned Report to Monitor Student Progress in the Aspire Portal.
- To access the Registered/Returned Report go to Aspire portal, click on Summative Tests and choose Registered/Returned Report from the dropdown.
- This report displays the % of tests that are submitted to score. It updates overnight each night.

- Hover over an orange bar and numbers of tests scored is displayed. Click on an orange bar and progress for each individual student is provided in a list format. Remember this Report is not “live” but is updated overnight each night.
- Once drilled down to the student list in the report, there is an "Extract" button. This produces a report in .csv file format.
- See Aspire Portal User Guide pp. 94-97 for details.

How to Monitor Testing Progress in the Aspire Portal

- Use the Monitoring Dashboard to track the following:
 - Student-Test Assignment
 - Test Session Status
 - Student PNP Supports Distribution
 - Student Sessions Status
- To access the Monitoring Dashboard, go to Aspire portal, click on Summative tests and choose Monitoring Dashboard from the dropdown. There are 4 widgets here. You can click on the graphics to drill down.
- Details about this dashboard can be found on pp. 81-83 of the Aspire Portal User Guide.

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell

608-267-7268

jennifer.bell@dpi.wi.gov

<https://dpi.wi.gov/assessment/act>

Student Data

Phil Cranley

608-266-9798

philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues

Duane Dorn

608-267-1069

duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.